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DEPARTMENT OF EDUCATION

Instructions to Associate Examiners

1. The work is confidential throughout. No information as to the work of the Section or as to answers or the valuations assigned thereto shall be given to anyone.
2. The scheme of valuations determined by the Examiner-in-Chief after consultation with a Committee of the Associate Examiners shall be adhered to.
3. An Associate Examiner shall not have in hand more than ten envelopes at one time, nor shall he have more than one envelope open upon his table at one time, and he shall return each examination book to its proper envelope.
4. Before removing an answer book from its envelope he shall sign his pseudonym in the proper place on the envelope.
5. As soon as an answer book has been removed from its envelope he shall write the candidate's number on the front page. If there are more answer books than one, the number shall be inserted on each book.
6. The envelopes with their enclosures must be kept in numerical order, the lowest number on top.
7. (a) In reading the answer papers, each Associate Examiner shall mark distinctly in the left-hand margin the value assigned by him to each answer or to each partial answer. If an answer is considered as of no value this shall be indicated by a zero in the margin.
(b) Fractional marks shall not be assigned.
(c) He shall place the total of each page at the foot and carry forward this total to the top of the next page.
8. (a) The Examiner is wholly responsible for all the additions and the entries made by him on each answer paper that he examines. Accuracy cannot be too strongly impressed upon him.
(b) The clerks have been instructed to return to the Chairman of a Section for correction all answer papers on which the entries made by the Examiners appear to be incomplete, incorrect, or not sufficiently clear. The Chairman shall see that the Examiner concerned revises his work and makes corrections where necessary.
9. (a) At the Middle and Upper School examinations in English Literature and English Composition one mark shall be deducted for each error in spelling, but not more than ten marks for such errors on any one paper.

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(b) The Associate Examiner shall underline each misspelled word and enter "Sp." in the margin opposite. When entering the total at the foot of each page he shall also enter the number of misspelled words, thus, "24 — 4 Sp.". He shall enter the grand total at the foot of the last page and on the envelope, thus, "76 — 4 Sp.".

10. (a) Each Associate Examiner shall keep a record of the number of papers read each day and shall make a daily report thereof to the Chairman of his section.

(b) In no case shall any record of the candidates' numbers or of the marks assigned be taken outside the examination room.

11. In cases of suspected copying the Associate Examiner and the Chairman of the Section shall make a detailed report at once to the Registrar.

12. Associate Examiners shall not at any time enter the rooms of other Sections.

13. (a) The hours of work are from 9.00 a.m. to 12.00 noon, and from 2.00 p.m. to 5 p.m., with an intermission during the forenoon and the afternoon.

(b) Where the condition of the work of examining warrants such action the members of any section may be relieved from working on Saturday afternoon. The hours on Saturday will then be from 9.00 a.m. to 1.00 p.m.

14. For the convenience of the Examiners, telephone and personal calls will be duly reported to them. Examiners are requested not to use the telephone or to allow interruptions from visitors during the progress of the work.

Travelling Expenses—Each Associate Examiner will be allowed his necessary actual travelling expenses (return fare only), from and to his place of residence at the time of appointment. Vouchers must be submitted for steamboat fares and for items, exclusive of railway fare, of one dollar and upwards. The exact amount of railway (or steamboat) fare should be stated and no other items should be included in the amount. When it is found necessary to travel by sleeping car or chair car, the tickets retained by the Associate Examiner must be submitted as vouchers. Vouchers will also be required for meals on the train when the same are necessary.